

Okanogan Conservation District

Safety Procedures

EFFECTIVE
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Safety Procedures

Safety Policy and Purpose

It is the policy of the OKANOGAN CONSERVATION DISTRICT to provide safe and healthful working conditions in all of its facilities and operations and to fully comply with the laws, rules, and regulations pertaining to the safety and health of its employees.

It is a management priority to reduce the number and severity of employee injuries, as well as the costs of industrial accidents, in order to protect the human and financial resources of our Conservation District. Timely safety training, inspections, and firm safety rules support this goal.

To promote a safe and healthful environment, to meet all legal requirements and to effectively manage the industrial insurance system, this Safety Plan clarifies District procedures and responsibilities. All levels of management and field personnel are expected to comply with these policies.

The purpose of this plan is to provide a program for the prevention of accidents and to establish procedures to be followed in the event of accidents.

Accountability of Organization & Personnel

- A. The project manager is responsible for project safety and site-orientation of all new volunteers and newly assigned personnel.
- B. The District Manager is responsible for distributing all safety information and implementing safety programs throughout the company, and to act as a clearinghouse for all safety and accident prevention data, questions and reports.
- C. The District Administrative & Education Coordinator is responsible for recording accidents, maintaining accident report files, posting state-required information, attending and writing minutes for the safety meetings.

Additionally, the District Manager will:

- 1. Set up first aid training for new employees as appropriate and make arrangements when it is necessary for an employee to update his/her first aid card.
- 2. Monitoring all safety related items in the workplace.

Individual employees will:

- 1. Attend safety meetings.
- 2. Work in a safe manner by following OKANOGAN CONSERVATION DISTRICT's safety practices.
- 3. Report unsafe conditions. Stop work if unsafe.

4. Report accidents and injuries.
5. Correct unsafe conditions within their capabilities.

Discipline for Non-Compliance

The following policy will apply to workers who are specifically instructed by the District to follow or comply with OKANOGAN CONSERVATION DISTRICT policy or specific OSHA and/or WISHA regulations or requirements.

Employees and volunteers may expect progressive discipline procedures to be taken as outlined in the Okanogan Conservation District Personnel Policies and as deemed appropriate by their supervisor. This may include all available disciplinary action up to and including termination.

First Aid Facilities

First aid kits and facilities will be located in the main office and in the District vehicles. Additional kits may be positioned at the option of the District Manager; however, all first aid facilities will be clearly marked and employees will be informed as to their locations.

Employee Participation

Safety Bulletin Board

The District will post notices required by law and other information that may help to make this a safe workplace on the District bulletin board. Employees, volunteers, and Board members should check this board regularly for new notices. If you would like to put a notice on this board, provide a copy to the District Manager for safety committee approval. Required posters that will be displayed on this board and must not be covered by other posters include:

- ⊕ OSHA 200 Form - Accident Log
- ⊕ Emergency Numbers
- ⊕ Jobsite Safety Rules
- ⊕ LI WISHA "Job Safety and Health Protection" WISHA Poster
- ⊕ WISHA Safety Inspection Report
- ⊕ General Safety Posters

Safety Meetings

These meetings should be scheduled for a regular day and time each month (during staff meeting) for a five to fifteen minute period to discuss job safety and promote good safety practices. Safety meetings may also be held on site on a project by project basis as determined by the project manager or District Manager.

Topics that should be discussed are:

1. Hazardous operations that are occurring or may occur on the job.
2. Topics of interest.
3. Periodic review of the care and use of personal protection equipment.
4. Changes in the location of first aid facilities.
5. How and where to report unsafe conditions and practices.

The District Manager or designee records the minutes of each meeting, noting topics discussed and attendance. A copy of these minutes must be kept on file.

New Hire Employee Orientation

The following safety orientation and related items will be accomplished by the District Manager or designee as soon as reasonably possible after an employee begins work with the District:

Provide the employee his/her own copy of the Okanogan Conservation District Personnel Policies, Administrative Procedures, and Safety Procedures.

A. Verbal outline of the Okanogan Conservation District's safety program.

1. Notification that Okanogan Conservation District is not a self-insured employer.
2. Accident reporting requirements.
3. Location of first aid kits.
4. Reporting procedures for unsafe conditions and practices.
5. Availability and location of personal protective equipment.

B. Additional topics at the option of the District Manager

Project Volunteers

This classification includes volunteers that donate their time on specific projects throughout the year. Volunteers working on District projects under the direction of District staff will be given a safety orientation before starting the project. District staff will:

- 1) Explain the goal of the project.
- 2) Review any potential safety concerns.
- 3) Review safety procedures for given project type.
- 4) Demonstrate the use of any Personnel Protective Equipment needed.

Personal Protective Equipment

As a matter of policy, OKANOGAN CONSERVATION DISTRICT will furnish the necessary protective equipment required for project operation. Other protective equipment will be supplied, as necessary, for the task to be performed. Examples of this equipment are:

1. Hard Hat;
2. Hearing protection;
3. Protective clothing (gloves, outerwear or rubber footwear) required for the task to be performed;
4. Additional protective eyewear required by the task to be performed.

When special protective equipment is required for the task, additional training in the use and care of equipment will be provided to the employee at time of issue.

Record Keeping Requirements

State regulations and the need to monitor safety activities of this District require that the following information be maintained.

- A. Okanogan Conservation District Employee Accident/Incident Report form.
- B. Supervisor Accident Report form.
- C. OSHA 200 form.
- D. Safety meeting minutes.

Records must be accessible at all times for review by a state safety inspector and for use in an evaluation of district safety activities and performance.

Reporting Unsafe Conditions & Practices

Each jobsite will establish procedures that will enable each employee to report unsafe conditions and practices. The ability to detect and correct unsafe practices is an important part of any good safety program. Care must be taken to evaluate each reported hazard and take the necessary corrective action to preclude the possibility of personal injury or equipment damage.

Each worker must understand that he/she has the right and obligation to stop an unsafe act or work practice or unsafe condition. Workers are encouraged to correct unsafe conditions that are within their capabilities.

If an unsafe condition is present stop work immediately or curtail activity. Verbally report this condition to the District Manager and follow up by filling out a "Record of Hazard Observed" form and submit to the District Manager within one working day of the observed condition.

Contractor Pre-Construction Safety Conference

A pre-construction safety conference must be conducted with each contractor prior to work starting on the project. A formal record of the meeting and attendance must be kept. Typically the Conservation District requires landowners to hire contractors for work on projects. Most construction sites are relatively small in nature and work is typically complete within five days. It is the policy of the Conservation District to conduct a pre-construction meeting with the contractor to discuss project details and safety.

Agenda for the Meeting

- A. Orientation.
 - 1. Introduction to the project safety program.
- B. Review of:
 - 1. Accident prevention techniques.
 - 2. General and special conditions of safety requirements.
 - 3. Other requirements - local, state and federal.
 - 4. Supervision-
 - a. Organization of the project.
 - b. Functions of personnel.
 - c. Responsibilities.
 - d. Delegated authorities.
 - e. Policies regarding enforcement.
- C. Discussion:
 - 1. Layout of temporary construction, site, buildings, etc.
 - 2. Actions to be taken towards planning and coordinating safety cooperation.
 - 3. Security access to work areas.
 - 4. Safety indoctrination and safety education.
 - 5. Delegation of safety responsibilities to supervisors.
 - 6. Integration of safety into operating methods and procedures.
 - 7. Traffic control in and around the jobsite.
- D. General:
 - 1. Periodic adjustment of safety objectives.
 - 2. Handling of safety deficiencies.

General Safety Rules

- 1. Personal protective equipment suitable for each job will be worn (hard hats, safety glasses, leg protection, hearing protection, proper footwear, gloves, etc.).
- 2. Make sure guards or other safety devices are in proper working order before operating.
- 3. A site-specific emergency plan will be developed as necessary.
- 4. Seat belts shall be maintained and worn.
- 5. Safety meetings will be held as needed but suggested to be at least monthly. All meetings must have subjects and attendance documented.

6. Unsafe conditions or practices will be reported to the supervisor as soon as possible and/or action taken to eliminate the hazard.
7. Report all job related injuries or illnesses to the District Manager or designee before the end of the day.
8. Safe driving procedures for highways and logging roads:
 - a. valid driver's license
 - b. frequently inspect vehicle
 - c. drive at a safe speed for conditions
 - d. stay to the right except to pass when safe and don't tailgate other vehicles
 - e. always drive within allowable limits for road, weather, and personal conditions
 - f. on blind curves be able to stop in one-half the visible distance
9. The District Manager or Project Manager has or will delegate the authority to stop any part of an operation to correct a dangerous condition or unsafe act. However, in general each employee and volunteer has the authority to stop operations if they believe a dangerous condition or unsafe act is occurring.
10. Work as a good team member and always warn fellow workers who are in danger.
11. Any violation of this policy or applicable safety standard may result in progressive disciplinary action up to and including termination depending upon the severity of the violation.
12. All employees will wear either a high visibility vest or high visibility rain gear when on a project site or conducting inventory work along or within 100 feet of a roadway or around machinery. Employees should but are not required to wear a high visibility vest or rain gear when working in a relatively remote site away from machinery.

Job Hazard Analysis

The Okanogan Conservation District has developed safety procedures for several different activities the District conducts during normal business. These procedures are defined on the following pages. In the event the District takes on new activities or activities that are not considered normal business, the District will conduct a job hazard analysis and develop safety procedures for those activities.

The District will utilize the "Job Hazard Analysis" form and develop new safety procedures for those activities. The safety procedures will be added to this safety plan on a periodic basis and discussed at safety meetings.

Safety Procedures for Revegetation

Revegetation Safety Awareness

Volunteers use shovels, planting bars, and other planting tools to place bare root, containerized plants, and cuttings in the ground. They will be working near streams, possibly near steep banks and in muddy conditions. Physical requirements include digging, bending, lifting, and walking. Volunteers are also exposed to the weather.

Safety Instructions

What to do in case of injury:

1. Report to the designated safety person on site.
2. Get treatment as needed using on-site safety kit.
3. Use cell phone to call 9-1-1, if necessary.
4. Complete the OCD "Employee Report of Accident".

Potential hazards at planting sites

Injury from tools
Eye injury
Puncture wound
Muscle strain
Bone fracture
Bee sting
Irritating vegetation
Electric fences
Farm animals in fields
Hypothermia
Snake bites

Required Safety Equipment on Site

Cell Phone
First-aid kit

Safety Briefing and Documentation

Each individual must be briefed on the hazards and required safety procedures prior to undertaking any job activities

Safety Procedures for Fencing

Fencing Safety Awareness

Employees, landowners, or contractors of OCD normally perform this job, with volunteers assisting on occasion. Either wood or metal fence poles are forcefully driven into the ground, or a hole is dug and concrete is used to anchor the wire support. Wire – plain, field, barbed, or electric – is attached to the supports and wrapped around the poles to the length desired. At times, gates of different types are incorporated into the fence. The tools used for this job are chain saw, wire cutters, hammer, mallets, staples or nails,

post drivers, gas-powered drills, gas-powered augers, tractor-mounted augers, and wire stretchers.

Safety Instructions

What to do in case of injury:

1. Treat minor injuries using the first-aid kit.
2. If a doctor or hospitalization is required, call 9-1-1 for treatment and transportation.
3. Complete the OCD "Employee Report of Accident".

Potential hazards at fencing sites

Eye injuries
Hearing injuries
Wire with a gauge greater than 9
Chain saw
Weed-eater
Gas-powered drill
Chain saw
Gas-powered auger
Tractor-mounted auger
Weed-eater
Post driver
Hammers and mallets
Fencing pliers
Wire stretchers
Terrain
Bee stings
Snake bites

Required Safety Equipment

Cell phone
Approved first-aid kit
Leather gloves
Approved eye protection
Ear protection
Adequate footwear

Safety Briefing and Documentation

Each individual must be briefed on the hazards and required safety procedures prior to undertaking any job activities.

Safety Procedure for In-stream work

In-stream Safety Awareness

In-stream work includes any activities performed below the high water mark of a stream, such as placement of large woody debris, rocks, or gravel, removal and/or replacement of culverts, and bridge building. Landowners, contractors, or OCD employees normally perform this work, but volunteers could assist in certain jobs within their experience level. Many different kinds of hand tools, power tools, and heavy equipment are used to perform this work. A qualified operator must use all heavy equipment, or, in the case of training, a qualified operator must oversee the situation at all times.

Safety Instructions

What to do in case of injury:

1. Treat minor injuries using a first-aid kit.
2. If a doctor or hospitalization is needed, call 9-1-1 for treatment and transportation.
3. Complete the OCD "Employee Report of Accident".

Potential hazards in streams

1. Bone fractures and contusions from falling heavy objects. Be aware of the movement and position of elevated objects at all times. Also be aware of heavy objects that could possibly shift position while on the ground.
2. Cuts and lacerations. When using any sharp tool, be aware of your body position at all times. Be aware of the potential for the tool to slip or jump from the work surface – make sure your body and extremities are not in line for contact.
3. Burns from hot gasoline engines. Most if not all of the power equipment in the field use gasoline engines. These all get very hot with use and can inflict serious burns to the skin. Under certain conditions, they can also cause fires in the grass or brush. Always use sturdy gloves when operating this equipment. Be sure there is no dry grass or brush in the immediate vicinity when setting down hot equipment.
4. Eye injuries. Flying chips of wood from saws or drills can injure eyes. When using hammers or mallets on wood or metal, small chips can break off either the hammer or the objects being struck. Always wear safety glasses or goggles when there is a hazard involved.
5. Cave-ins. When replacing culverts, always shore up the sides of any ditch that is over 3 feet deep. You need only be covered completely with soil to be seriously injured or suffocated in a cave-in. Soil can injure the body by crushing bones and tissues with only half the body covered. Always be aware of water when working in a trench or ditch. It does not take much water to undermine a trench and cause a cave-in.
6. Heat and cold emergencies. You should always be alert for hazardous conditions and symptoms of these emergencies. Be sure to wear a hat and take numerous breaks during the middle part of the day while doing strenuous work, especially when the temperature is high. Ensure that you are properly insulated when working in freezing

or even cool temperatures. Equally important, be sure to drink copious amounts of fluids, preferably water.

7. Dehydration. This is another serious condition that is caused by lack of adequate fluids in the body, especially while doing strenuous work. Since dehydration can be encountered during winter months as well as summer, always have plenty of water with you in the field.
8. Bee/wasp stings. Most in-stream projects are performed in the warm months when bees and wasps are active. If you know you are allergic to stings, be prepared for that happening.
9. Sprains and falls. Since this part of the restoration procedure usually involves uneven terrain or footing that may be precarious, be aware of any tripping hazards that may cause an overturned ankle or a fall.
10. Snake bites. Rattlesnakes often congregate near streams especially if there are rock dens nearby. Extreme caution should be taken by anyone working outdoors when the air temperature is generally above 50° F for extended periods of time (generally May through September). If a rattlesnake is encountered you should slowly walk away and give plenty of clearance to the snake and be aware that others may be in the area.

Required Safety Equipment

- First-aid kit
- Cell phone
- Drinking water
- Eye protection
- Ear protection
- Hard hats
- Chaps
- Leather gloves
- Sun-block and bug spray
- Appropriate clothing

Safety Briefing and Documentation

Each individual must be briefed on the hazards and required safety procedures prior to undertaking any job activities. Any volunteers assisting in this type of work are only allowed to perform duties that they are qualified to do. A safety briefing must be given to all volunteers prior to beginning work.

Safety Procedure for In-Stream Monitoring

In-stream Monitoring Safety Awareness

Restoration sites are visited by volunteers and/or OCD employees for the purpose of recording the effectiveness of in-stream projects constructed or to comply with requests from another organization. Information is recorded on appropriate forms regarding large

woody debris, bank stabilization, spawning gravel placement, and any other in-stream project deemed necessary to monitor for effectiveness. Two individuals shall be assigned to a team whenever possible to both efficiently record and measure effectiveness and ensure safety aspects. Walking in the stream and on the banks is required to perform this job and is done in all weather conditions.

Safety Instructions

What to do in case of injury:

1. Treat the injury using the first-aid kit provided.
2. Call 911 if necessary.
3. Complete the OCD "Employee Report of Accident".

Potential hazards while working in streams

Heat Emergencies
Bee stings
Broken bones and sprains
Animals
Barbed wire and electric fencing
Drowning
Polluted water
Snake bites

Destination schedule

Inform the District Manager or designee of the day's monitoring destinations and time schedules.

Required Safety Equipment

Cell phone (if possible)
First-aid kit
Hip waders
Orange survey vest
Proper footwear when not in waders

Safety Briefing and Documentation

All individuals performing in-stream monitoring must attend a safety briefing prior to going into the field.

Safety in the Office

Office Safety Awareness

In general the office has minimal hazards, but be aware of there are some items and actions that can cause injuries. Caution must be taken while lifting boxes and relocating office equipment such as computers, etc. Be aware of open file cabinet drawers, sharp edges of furniture, and electrical cords, which may be lying in your pathway. Know the locations of fire extinguishers and how to use them. Keep the fire exits of the building firmly in your mind so you can access these exits quickly during an emergency.

Safety Instructions

What to do in case of injury:

1. Treat any small cut from paper or any other object with antiseptic and a Band-Aid.
2. Rinse eyes immediately if toner or other powder/fluid contacts them.
3. In case of a serious injury, call 9-1-1 for assistance.
4. If there is a threat to the entire building refer to the USDA Ag Service Center Emergency Response Plan for instructions.
5. Complete the OCD "Employee Report of Accident".

Potential Hazards

Paper cutter

- Pinches
- Cuts

Filing cabinets

- Bumps, bruises, and cuts from sharp edges on drawers
- Pinched fingers in drawers
- Items falling from cabinets

Electricity

- Shocks from equipment plugs
- Fire

Copier

- Burn potential when replacing cartridge/toner
- Pinch hazard when opening and closing doors
- Eye irritation from toner

Office chemicals

- Potential for getting copier toner powder in eyes
- Cleaning solutions

Flooding

- If the river reaches flood stage while someone is working in the office, maintain an escape route to ensure a safe exit.

Office Cleanliness

- Keep floor free of debris.
- Keep both personal and common areas clean and organized.
- Make sure electrical cords are secure.

- Keep all drawers closed when not being accessed.
- Keep paper cutter blade in down position when not in use.
- Make sure no overhead hazards exist.

Required Safety Equipment

Fire extinguisher
 Appropriately-sized first-aid/safety kit
 USDA Agricultural Service Center Emergency Response Plan

Safety Briefing and Documentation

Each individual must be briefed on the hazards and required safety procedures prior to undertaking any potentially hazardous job activities. Each person should also be provided with a current copy of the USDA Agricultural Service Center Emergency Response Plan (ERP) and be aware of the procedures contained therein.

Safety while Operating District Vehicles

Vehicle Operation Safety Awareness

The operation of District and NRCS vehicles is performed by employees of OCD and NRCS for the purpose of transportation to and from a job site and all related activities. Any employee of OCD or NRCS who operates any vehicle owned, leased, loaned or rented by the District or NRCS must have a valid driver's license. The vehicle must be used only for District business and all laws of Washington State regarding vehicles or drivers must be obeyed. OCD is not responsible for any driving violations incurred by anyone who may operate a District vehicle. It is the responsibility of the District Manager to ensure the required maintenance is performed on each vehicle so that it is in a safe condition at all times. It is also the responsibility of the District Manager to document maintenance performed, maintenance needed, and safety status of the vehicle. This documentation should be kept in the OCD office. It is the responsibility of those individuals who use the vehicles to report safety concerns and/or malfunctioning equipment as soon possible.

Safety Instructions

What to do in case of injury:

- If the injury is a non-driving injury, treat it like any other injury occurring while performing OCD duties.
- Administer first aid if that is all that is required.
- If medical help is needed, call 9-1-1.
- Complete injury reports and submit to the OCD office.

What to do in case of a driving accident

Follow the procedure in the driving laws of Washington State.

Complete OCD accident report as required by OCD 's insurance carrier.

Potential Hazards

Weather conditions

- Slow down and leave extra following space when raining or snowing.
- Guard against sun glare.

Road conditions

- Slow down and leave extra following space when road is wet or icy.
- Obey construction zone signs and flaggers and be extra alert around road work sites.
- Slow down on gravel and other rough surfaces.

Driver condition

- Never operate a vehicle if you're overly tired or intoxicated.

Vehicle condition

- Maintain vehicle at scheduled intervals.

Other drivers & vehicles

- Drive defensively at all times.

Loose equipment

- Secure all loose equipment in and/or on vehicles.

Vehicle exhaust

- Never leave vehicle idling for long periods (greater than 5-10 minutes).

Pedestrians, bicyclists, and motor-cyclists

- Yield right of way as required by law.

Vehicle Cleanliness

- Keep all windows clear.
- Keep driver's floor free of debris.
- Keep seat belts in operating condition.
- Secure all equipment and other potentially hazardous items (preferably store then in bed or trunk).

Required Safety Equipment in Vehicle:

- Cell phone (if possible)
- First-aid kit
- Fire extinguishers
- Flares or reflective triangles
- Jumper cables
- Water
- Accident forms

Safety Briefing and Documentation:

- Each individual must be briefed on the hazards and required safety procedures prior to driving District vehicles.

Employee's Report of an Accident

(to be filled out for all occupational injuries or illnesses)

Employee Name: _____ Title: _____

Time of Injury: _____ Date of injury: _____

Jobsite where injury occurred: _____

Name of person to whom this incident was reported: _____ Date: _____

Name of witnesses: _____

Summarize what you think happened:

What could have been done to avoid this accident: _____

EXPLAIN IN DETAIL: What part of your body was injured? **BE SPECIFIC** _____

Is this an original injury or a re-injury? _____

If a re-injury, when and where was the previous injury? _____

Who was the employer? _____ Claim number: _____

Would you be willing to perform light-duty work during your recovery? _____

Date and time you sought medical attention? _____

Whom did you see? _____ Office/hospital? _____

Employee signature: _____ Date: _____

This form is to be returned to your employer as soon as possible.

Date employer received report: _____

NOTE: Washington Administrative Code number 296-24-025(6) states: Employee's responsibility: "Employees shall make a prompt report to their immediate supervisor of each industrial injury."

Supervisor's Report of Accident

Name of Injured employee: _____				Report Date _____	
Age: _____		Site where accident occurred _____			
<input type="checkbox"/> Head <input type="checkbox"/> Eyes <input type="checkbox"/> Trunk <input type="checkbox"/> Arms Remarks _____	<input type="checkbox"/> Hands <input type="checkbox"/> Legs <input type="checkbox"/> Feet <input type="checkbox"/> Internal	<input type="checkbox"/> Wounds <input type="checkbox"/> Strain/Sprain <input type="checkbox"/> Hernia <input type="checkbox"/> Fracture Remarks _____	<input type="checkbox"/> Amputation <input type="checkbox"/> Burns <input type="checkbox"/> Foreign Body <input type="checkbox"/> Skin	<input type="checkbox"/> Death <input type="checkbox"/> First Aid Only <input type="checkbox"/> Lost Time <input type="checkbox"/> Doctor <input type="checkbox"/> Due to delayed medical treatment Remarks _____	
Date of Injury _____		Time _____		Exact Location _____	
Eyewitnesses _____					
Describe accident; include machinery, equipment, object or substance involved (ALL DETAILS) Use the back of page if necessary _____					
Cause: Mark basic and contributing causes (if known): <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> UNSAFE CONDITIONS <input type="checkbox"/> 1 INADEQUATELY GUARDED <input type="checkbox"/> 2 UNGUARDED <input type="checkbox"/> 3 DEFECTIVE TOOLS, EQUIPMENT, OR SUBSTANCE <input type="checkbox"/> 4 UNSAFE DESIGN OR CONSTRUCTION <input type="checkbox"/> 5 HAZARDOUS ARRANGEMENT <input type="checkbox"/> 6 UNSAFE ILLUMINATION <input type="checkbox"/> 7 UNSAFE VENTILATION <input type="checkbox"/> 8 UNSAFE CLOTHING <input type="checkbox"/> 9 INSUFFICIENT INSTRUCTION </div> <div style="width: 48%;"> UNSAFE ACTS <input type="checkbox"/> 1 OPERATING WITHOUT AUTHORITY <input type="checkbox"/> 2 OPERATING AT UNSAFE SPEED <input type="checkbox"/> 3 MAKING SAFETY DEVICES INOPERATIVE <input type="checkbox"/> 4 USING UNSAFE EQUIPMENT OR EQUIPMENT UNSAFELY <input type="checkbox"/> 5 UNSAFE LOADING, PLACING, MIXING <input type="checkbox"/> 6 TAKING UNSAFE POSITION <input type="checkbox"/> 7 WORKING ON MOVING OR DANGEROUS EQUIPMENT <input type="checkbox"/> 8 DISTRACTION, TEASING, HORSE PLAY <input type="checkbox"/> 9 FAILURE TO USE PERSONAL PROTECTIVE EQUIPMENT </div> </div>					
Why did the unsafe condition exist: _____			Why was the unsafe act committed: _____		
Physical disabilities: _____					
Number of previous disabling injuries: _____					
GUIDES TO CORRECTIVE ACTION: Based upon the cause checked above, I am taking the following corrective action:					
UNSAFE CONDITION <input type="checkbox"/> 1 REMOVE <input type="checkbox"/> 2 GUARD <input type="checkbox"/> 3 WARN <input type="checkbox"/> 4 SUPERVISORY TRAINING	UNSAFE ACT <input type="checkbox"/> 1 STOP THE WORKER <input type="checkbox"/> 2 STUDY THE JOB <input type="checkbox"/> 3 INSTRUCT (tell-show-try-check) <input type="checkbox"/> 4 FOLLOW UP <input type="checkbox"/> 5 ENFORCE		<i>If supervisor can't handle then</i> <input type="checkbox"/> RECOMMEND TO: <input type="checkbox"/> 1 OWN BOSS <input type="checkbox"/> 2 SAFETY COMMITTEE <input type="checkbox"/> 3 OTHER: _____		
